



**COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028**

USPACOMINST 0902.1
J141
9 Sep 05

USPACOM INSTRUCTION 0902.1

Subj: USPACOM STANDARD DISTRIBUTION LISTS

Ref: (a) USPACOMINST 5215.3

Encl: (1) List I - USPACOM Headquarters Staff Distribution
(2) List II - USPACOM Distribution
(3) List III - National-Level Organizations,
Unified/Specified Combatant Commands, and
Defense Agencies

1. Purpose. To provide standard distribution lists for USPACOM directives (instructions, notices and change transmittals) and provide updated procedures and guidelines for distributing directives. This instruction is completely revised and should be reviewed in its entirety.

2. Cancellation. USPACOMINST 5605.1P.

3. Applicability. This instruction is applicable to HQ USPACOM directorates, direct reporting units, and attached tenant supporting units who originate USPACOM directives.

4. Discussion. Enclosures (1) through (3) are standard USPACOM distribution lists for classified and unclassified directives. Since some addressees listed have been added, deleted, renumbered and/or realigned, pay special attention to ensure accurate distribution annotation for directives.

a. Enclosure (1) lists USPACOM Headquarters Staff distribution. It includes HQ USPACOM directorates, direct reporting units (DRUs), and attached tenant supporting units.

b. Enclosure (2) lists USPACOM distribution. It consists of service component commands, subordinate unified commands, joint task forces (JTFs), U.S. Defense representatives (USDRs), and other USPACOM activities.

c. Enclosure (3) lists national-level organizations, joint combatant commands, and defense agencies.

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5. Distribution Procedures. J141 distributes all USPACOM directives via posting on the Secret Internet Protocol Router Network (SIPRNET), by e-mail on the Unclassified but Sensitive Internet Protocol Router Network (NIPRNET), or mailing through the U.S. Postal Service (USPS).

a. Commands with SIPRNET access (List I; IIA, B, C, E7, 8; III). These commands may access all USPACOM directives on the J14 Directives Websites at:

www.hq.pacom.smil.mil/pacominst/instruct.htm.

b. Commands without SIPRNET access (List IID, E1-5). These commands will receive directives via unclassified e-mail. It is the command's responsibility to keep e-mail addresses provided to J141 accurate and up-to-date to ensure continuous distribution of required directives. Classified directives will be distributed by J141 via the USPS.

c. Originator Responsibility. Originators of directives, or Office of Primary Responsibility (OPR) shall determine distribution requirements for USPACOM directives and make determinations/fill requests from outside commands/agencies for USPACOM directives. Distribution must not be construed as an automatic distribution for commands/agencies listed in enclosures (1) through (3). Keep distribution to a minimum and consider the following when determining distribution:

(1) Purpose and subject matter of the directives.

(2) Distribution of related directives or directives which have been cancelled.

(3) Organizational aspects of directives such as missions and functions covered, commands/agencies performing or relationships involved.

(4) The need to act, or for cognizance purposes, as opposed to "for information only." Action/cognizance addressees shall be listed under the "Distribution" block; information only addressees shall be listed in the "copy to" block.

d. Service component commands and subordinate unified commands are responsible for further distribution of

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USPACOM directives based on operational and/or administrative requirements.

6. Format. Use the following guidelines and examples for proper format. Reference (a) contains additional information on formatting procedures.

a. Show distribution under the heading "(Distribution: USPACOM 0902.1)" for action/cognizance addressees. If not listed in enclosures (1) through (3), use the short title of an activity or their plain language address (PLA). If a PLA doesn't exist, use only commonly known abbreviated short titles (i.e., COMNAVREG HI vice CNRG).

b. For information only addressees, list activities under the "Copy to" block. Enter the short title or PLA of each activity for any activities not listed in enclosures (1) through (3).

c. The OPR is responsible for providing address labels to J141 for mailing a paper copy to activities not listed in enclosures (1) through (3).

d. Example of the "distribution" and "copy to" blocks used in a USPACOM directive are as follows:

Distribution: (USPACOMINST 0902.1)	
List I	(Note 1)
List IIA, B, D, E	(Note 2)
List IIIB1, 2, 6, 7, C (less 3)	(Note 3)
Copy to:	
List IC2, 3	(Note 4)
USS SUPPLY (AOE 6)	(Note 5)

Note 1: Includes all activities in List I (enclosure (1)).

Note 2: Only includes activities in List IIA, B, D, and E (enclosure (2)).

Note 3: Only includes activities numbered 1, 2, 6 and 7 in list IIIB, and all addressees in list IIIC, except addressee 3 (enclosure 3))

Note 4: Only includes activities numbered 2 and 3 in List IC (enclosure (1)).

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Note 5: USS Supply (AOE 6) will be mailed one copy. OPR is required to provide address label(s) to J141 for mailing.

7. Submit requests for changes to the standard distribution lists contained in enclosures (1) through (3) to the originator of the USPACOM directive. Originators shall forward change requests to J141.



W. V. ALFORD, JR.
Rear Admiral, USN
Chief of Staff

Distribution: (USPACOMINST 0902.1)

List I

List III

LIST I- USPACOM HEADQUARTERS STAFF DISTRIBUTION**A - DIRECTORATES**

1. J004 (IG)
2. J005 (FPA)
3. J006 (STA)
4. J007 (PDA)
5. J01P
6. J01PA
7. J01LA
8. J02
9. J02HQ (HQ COMMANDANT)
10. J03 (WASH LIAISON)
11. J04
12. J05
13. J06
14. J07
15. J1
16. J2
17. J3
18. J4
19. J5
20. J6
21. J7
22. J8

B - DIRECT REPORTING UNITS (DRUs)

1. COE (Center of Excellence in Disaster Management)
2. *APCSS (Asia-Pacific Center for Security Studies)
3. JICPAC (Joint Intelligence Center Pacific)
4. JPAC (Joint POW/MIA Accounting Command)
5. SJFHQ (Standing Joint Force Headquarters)

C - ATTACHED TENANT SUPPORTING UNITS

1. DLAPAC (Defense Logistics Agency-Pacific)
2. NCPAC (National Security Agency/Central Security Service, Pacific)
3. NCTAMS (Naval Communication Telecommunication Area Master Station)

* APCSS is considered a DRU under USPACOM for operational purposes. APCSS is under administrative control of Defense Security Cooperation Agency (DSCA).

Enclosure (1)

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LIST II - USPACOM DISTRIBUTION**A - SERVICE COMPONENT COMMANDS**

1. COMPACFLT (N0041E)
2. HQ PACAF
3. CG USARPAC (M & D BRANCH)
4. COMUSMARFORPAC (CG)

B - SUBORDINATE UNIFIED COMMANDS

1. COMUSJAPAN (J12)
2. COMUSKOREA (EAIM-R-PM)
3. COMSOPAC (J1)
4. COMALCOM (J12)

C - JOINT TASK FORCES (JTFs)/WARFIGHTING HEADQUARTERS

1. JIATF WEST
2. CG I CORPS FT LEWIS WA (CONTINGENCY)
3. COMSEVENTHFLT (CONTINGENCY)
4. COMTHIRDFLT (CONTINGENCY)
5. CG III MEF (CONTINGENCY)
6. CG I MEF (CONTINGENCY)
7. JTF HOMELAND DEFENSE

D - U.S. DEFENSE REPRESENTATIVES (USDRs)

1. AUSTRALIA - CANBERRA
2. BANGLADESH - DHAKA
3. BURMA - RANGOON
4. CAMBODIA - PHNOM PENH
5. CHINA (PEOPLE'S REPUBLIC OF) - BEIJING
6. DIEGO GARCIA - COMMANDING OFFICER, NAVY SUPPORT FACILITY, DIEGO GARCIA
7. FIJI - SUVA
8. HONG KONG - CHIEF, U.S. OFFICE OF LIAISON ADMINISTRATION
9. INDIA - NEW DELHI
10. INDONESIA - JAKARTA
11. MADAGASCAR - ANTANANARIVO
12. MALAYSIA - KUALA LUMPUR
13. MARSHALL ISLANDS (REPUBLIC OF) - COMMANDER, U.S. ARMY, KWAJALEIN ATOLL
14. COMMANDER, U.S. NAVAL FORCES, MARIANAS
15. MONGOLIA - ULAANBAATAR

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16. NEPAL - KATHMANDU
17. NEW ZEALAND - WELLINGTON
18. SINGAPORE - SINGAPORE
19. SRI LANKA - COLOMBO
20. VIETNAM - HANOI

E - OTHER USPACOM ACTIVITIES

1. JOINT U.S. MILITARY ADVISORY GROUP (JUSMAG) MANILA
PHILIPPINES
2. JUSMAG KOREA
3. JUSMAG THAILAND
4. MUTUAL DEFENSE ASSISTANCE OFFICE (MDAO) TOKYO JAPAN
5. OFFICE OF DEFENSE COOPERATION (ODC) EAST TIMOR
6. ECON/POL OFF BANDAR SERI BEGAWAN, BRUNEI
7. DISAPAC
8. COMPACAREA (ALAMEDA)

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**LIST III - NATIONAL - LEVEL ORGANIZATIONS,
JOINT COMMANDS, AND DEFENSE AGENCIES**

A- NATIONAL-LEVEL ORGANIZATIONS

1. SECDEF
2. JOINT STAFF
3. CSA
4. CNO
5. CSAF
6. CMC
7. COMDT COGARD

B- JOINT COMBATANT COMMANDS

1. USEUCOM ECJ1-AAL VAIHINGEN GE
2. USJFCOM NORFOLK VA
3. USSOUTHCOM MIAMI FL
4. USCENTCOM MACDILL AFB FL
5. USSOCOM MACDILL AFB FL
6. USTRANSCOM SCOTT AFB IL
7. USSTRATCOM OFFUTT AFB NE
8. USNORTHCOM PETERSON AFB CO

C - DEFENSE AGENCIES

1. NSA/CSS (National Security Agency/Central Security Service)
2. DIA (Defense Intelligence Agency)
3. NGA (National Geospatial-Intelligence Agency)
4. DLA (Defense Logistics Agency)
5. DISA (Defense Information Systems Agency)